



Wednesday, September 08, 2004

Planning and Facilitating a Meeting

Purpose: To help you create meetings that are Action Oriented/Decision Driven.

Desired Outcomes:

By the end of this skill exchange, we will have:

- ☐ An understanding of current meeting problems so that we can address them in today's session
- ☐ An understanding of the various meeting roles
- ☐ An understanding of the agenda and outcome summary template so that you can use them to prepare for meetings
- ☐ A list of preventions and interventions to help facilitate meetings

Agenda:

| What | How | Who | Time |
|---|---|---|------|
| Start Up: <ul style="list-style-type: none">– Welcome/ Purpose– Outcomes/ Agenda | <ul style="list-style-type: none">• Complete survey about meetings• Opening/Vision• Present learning objectives | <ul style="list-style-type: none">• Chuck | 10' |
| Are you losing your mind? | <ul style="list-style-type: none">• Show Video• Brainstorm common problems w/meetings | <ul style="list-style-type: none">• Chuck | 15' |
| Meeting roles | <ul style="list-style-type: none">• Present roles | <ul style="list-style-type: none">• Ryan | 15' |
| Plan your meeting | <ul style="list-style-type: none">• Present steps to build an agenda• Present outcome summary• Present meeting evaluation | <ul style="list-style-type: none">• Chuck• Ryan• Ryan | 45' |
| Conducting your meeting | <ul style="list-style-type: none">• Present prevention/intervention tips | <ul style="list-style-type: none">• Ryan | 10' |
| Meeting Evaluation | <ul style="list-style-type: none">• Closing• Complete skill exchange evaluation | <ul style="list-style-type: none">• Chuck• Anne | 5' |

Notes: